

01 7800 – As Built Documentation

Page 1 of 1

Last Update: July 1, 2009

A. Introduction:

1. It is critical that we maintain a thorough and accurate record of construction. To that end, we have very specific requirements for documenting and submitting AS BUILT information, especially for buried utilities. These requirements are for existing structures as well as for new, and for those installed per plan as well as those installed per change orders.

B. Items To Be Included In The Contract Documents:

1. Certain control points and benchmarks are shown on the plans, or will be available from the Project Manager. These points must be used by the Contractor to provide as-built utility information for this project. The Contractor must locate all existing utilities encountered during the construction of the project and record all information necessary to accurately locate that item in the future.
2. The minimum amount of information is that all newly installed utilities must have the x-y-z coordinates (distance north-south, and east-west; and depth) referenced to the control and a written description of all points located (i.e., elevation, location, material, etc.). This information should include information at the start point, end point and any change in direction of the newly installed utility. Reference should also include structures, and any splice from damaged utility lines.
3. As built drawings need to show all changes in size, material, location, and elevation of all new, existing, and/or abandoned underground utility lines or other pertinent work. The drawings must also show the location (x-y-z) of all valves, manholes, etc., referenced by dimension to permanent structures such as building corners or by coordinates and elevations.
4. The as built drawing sheet size will be the same as your original drawings unless otherwise authorized by the Project Manager. We expect these drawings to be prepared by a competent draftsman in a neat and acceptable manner to scale and finally dimensioned. As-built information will be accepted in an electronic format (i.e., CAD software such as AutoCAD or MicroStation), and a reproducible mylar or vellum as a hardcopy tracing. If requested, the Project Manager will furnish the Contractor a computer disk and/or mylar tracing of the project, which may be used as the base for the "as-built" document.
5. It will be the responsibility of the Contractor to have the Construction Superintendent or his Authorized Representative verify all dimensions and entries on the drawing.
6. Upon completion of the project, the "As-Built" drawings will be delivered to the Construction Superintendent.